

文藻外語大學學生海報管理辦法

Management Guidelines for Student Organization Posters

98年10月13日學生事務會議通過
Approved at the Student Affairs Committee meeting on October 13, 2009
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Ratified by the University President on November 15, 2009
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Amended at the Student Affairs Committee meeting on July 29, 2013
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102年12月27日經校長核定
Ratified by the University President on December 27, 2013

一、宗旨：為維護校園整潔，保障各學生組織及社團之權益並有效管理海報之張貼情形，促進海報看板之使用效率。

Article 1. PURPOSE: These Guidelines are formulated to maintain the orderliness of the campus, to protect the rights of student associations and organizations, to effectively manage the putting up of posters, and to improve the efficiency of using the poster notice boards.

二、適用對象：全校各學生組織及社團。

Article 2. ALLICABILITY: These Guidelines apply to the University's student associations and organizations.

三、管理人員：由學生聯合會公關部人員擔任審核及檢查工作。

Article 3. PERSONS IN CHARGE OF MANAGEMENT: The Public Relations Department of the Student Union is in charge of poster review and inspection.

四、管理審核細則

Article 4. PROCEDURES OF MANAGEMENT AND REVIEW

(一) 校內各學生活動海報

Posters for campus-wide student organization activities

1. 海報核准

Poster authorization

(1) 各學生單位持已通過之活動申請書之影本及活動海報至學生活動中心值星處審核，經核定後由值星人員加蓋核可章，並登記海報數量、張貼期限及負責人之班級、姓名。 Student organizations should submit a copy of the approved activity application form and the poster to duty office at the Extracurricular Activities Center for authorization. After authorization, the person on duty stamps the poster, registers the quantity of the poster, duration, and the class and name of the applicant.

(2) 值星時間為每週一至週五中午12時20分至12時50分，期中、期末考期間暫停值星。

The duty office is open from 12:20 to 12:50 each noon from Monday to Friday, except during mid-term and final exams.

2. 張貼限制

Restrictions

- (1) 地點：課外活動指導組外、正氣樓兩旁走廊、文園地下室、便利超商外、明園右側(靠千禧樓)之公佈欄、文園穿堂旁整條海報欄，求真樓大門左右兩側、大門後左右兩側、各樓電梯右側九宮格、資訊教室旁佈告欄，同一活動在每個看板限貼一張海報；其餘看板則供學校行政單位及校外活動之海報張貼使用。

Locations: Outside the Extracurricular Activities Section, the corridors along Zhengqi Hall, basement hall of Wenyuan, outside the convenient store, bulletin board to the right of Mingyaun (to the side of the Millennium Hall), the entire poster board next to the hallway of Wenyuan, the space on the left and right side of the entrance doors of Qiuzhen Hall and the space on the left and right side behind the doors, the 9-grid board on the right of the elevators, and the bulletin board next to the Information Classroom. The number of poster allowed for each board for the same activity is limited to one. Boards not listed in the above are reserved for posters of the University's administrative units and off-campus activities.

- (2) 期限

Schedule and duration

甲、核准：活動前 7 日可至海報管理值星處登記審核，張貼期限前不辦理核准手續。若活動為事前報名性質，則於報名開始日之前七日辦理登記審核手續。

Authorization: Applications may be made 7 days before the activity at the poster management duty office, no earlier applications may be made. If the activity requires registration in advance, the applications may be made 7 days prior to the registration.

乙、張貼：海報張貼期限為 7 天(不含假日)，若須延長張貼時間，可再延 7 天(不含假日)。

Duration: Each poster may be displayed for up to 7 days (excluding holidays). Extension of another 7 days is allowed when necessary (excluding holidays).

丙、拆除：海報最晚須於活動結束隔日算起 3 天內拆除(不含假日)。

Removal: Posters must be removed within 3 days starting from the next day of the conclusion of the activity (excluding holidays).

- (3) 數量：海報張貼以 10 張為限。

Quantity: At most 10 posters are allowed.

- (4) 張貼海報時，禁止覆蓋其他海報，以保障各學生組織、社團之權益。

To protect the rights of all student associations and organizations, it is prohibited to cover over other posters.

- (5) 張貼海報時請務必將海報固定好。
Posters should be properly attached.
- (6) 張貼海報時請善加利用看板使用空間，依序張貼整齊，以供他人方便使用剩餘空間。
Please make good use of board space and attach the posters in an orderly way, to allow adequate space for other posters.
- (7) 張貼海報不可使用雙面膠、漿糊、強力膠、釘槍等用品，限用圖釘；全家便利商店外、求真樓門口二側及求真樓電梯旁九宮格限用 3M 隱形膠帶。
It is prohibited to use double-sided tape, adhesive paste, super glue, or staple gun to attach posters. Only tacks are allowed. For boards located outside the FamilyMart, at both sides of the entrance doors of Qiuzhen Hall, and the 9-grid board next to the elevators of Qiuzhen Hall, only 3M Magic Tape is allowed.
- (8) 張貼於九宮格之宣傳單須先至課外活動導組蓋章。
Promotional posters to be posted inside the 9-grid board must be stamped at the Extracurricular Activities Section first.
- (9) 海報上不可書寫簡體字，且須註明製作社團。
The posters must not contain simplified Chinese characters and should include the name of the responsible student organization.

3. 海報規格

Size and format

- (1) 尺寸：大小以半張壁報紙（半開）或更小為限；求真樓電梯旁九宮格以 A4 大小為限。
Size: B2 or smaller. For the 9-grid board next to the elevators of Qiuzhen Hall, the accepted size is A4.
- (2) 字體：不得使用簡體字。
Font: No simplified Chinese characters are allowed.
- (3) 海報上請務必註明製作單位以示負責。
Name of the responsible organization must be provided on the poster.
4. 海報違規：凡未遵守以上各項規定，均視為海報違規並予以懲誡。
Violation: Failures to comply with the above regulations are considered as violation and are penalized accordingly.
5. 懲誡辦法
- #### Penalty
- (1) 違規情形經發現，立即由檢查人員強行拆除，並將海報帶回登記，予以該負責單位適當處分。
In case of violations, the inspector immediately removes the poster and registers its information to implement appropriate penalty to the responsible organization.
- (2) 社團及其他學生組織：每張違規之海報各扣平時評鑑成績 0.5 分。

For student organizations and associations, each poster that violates the regulations results in the deduction of 0.5 point on the regular evaluation score.

- (3) 屢次違規均無改善之學生單位，將報請課外活動指導組另行懲處。

Student organizations with repetitive violations and no improvements are reported to the Extracurricular Activities Section for further penalty.

(二) 校外各類海報

Posters for off-campus activities

1. 張貼地點：文園地下室東側及明園旁往宿舍方向之看板。
Locations: The east side of the basement hall of Wenyuan and the board next to Mingyuan towards the direction of the dormitory.
2. 張貼期限：活動舉辦前 7 日（不含假日）。
Duration: 7 days prior to the activity (excluding holidays).
3. 核准單位：由課外活動指導組直接核定並加蓋組章即可。
Authorization unit: Posters are authorized and stamped by the Extracurricular Activities Section.

五、附則

Article 5. APPENDIX

- (一) 行政單位之海報管理不在此辦法內。

These Guidelines do not apply to posters of administrative units.

- (二) 遇特殊狀況（如社團聯合成果展等長期活動）需事先申請海報張貼延長期限。

Under special circumstances (long-term activities such as student organization joint presentations), extensions of duration should be applied beforehand.

- (三) 特殊活動之大型（懸掛式）海報需事先申請核准後，始得張貼。

Large (hanging) posters for special events must be authorized before being posted.

- 六、本辦法經學生事務處主管會議通過，陳學生事務長核定後實施，修正時亦同。

Article 6. These Guidelines become effective after approval by the Student Affairs Executive Committee meeting and ratification by the Dean of Student Affairs. Amendments must follow the same procedure.